

ATTENDANCE CALENDAR — FISCAL 1993

O'BRIEN

OT—503

Name O'brien Elisabeth O'BrienSocial Security Number [REDACTED]Organization [REDACTED]Appropriation Code No. [REDACTED] Div. [REDACTED]

PLACE A CHECK BESIDE DAY WORKED.

USE ONE OF THE CODES TO SHOW ANY ABSENCE

1. Personal illness	7. Regular day off
2. Serious illness in immediate household	8. Authorized leave without pay
3. Industrial Accident Leave	8A. Unauthorized leave without pay
4. Industrial Accident Leave (part compensation)	9. Vacation
5. Injury (payments covered by LO-4. Paragraph 4)	P. Paid personal leave
6. LO Rules (except LO-4)	

DEPARTMENT OF PERSONNEL ADMINISTRATION

Date of Hire _____

Position Title _____

Position Code _____ Number _____ Salary _____

Date of Birth _____ Sex _____

Race/Ethnic Code _____ EEO Category Code _____

Civil Service Position _____ Non-Civil Service Position _____

Collective Bargaining Unit _____ Permanent _____

Managerial _____ Temporary _____

Confidential _____ Prov. Appt. _____

Unassigned _____ Prov. Prom. _____

JULY 1992						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 1992						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 1992						
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5						5
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20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 1992						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 1992						
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15	16	17	18	19	20	21
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29	30					

DECEMBER 1992						
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20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 1993						
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24	25	26	27	28	29	30
31						

FEBRUARY 1993						
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15	16	17	18	19	20	21
21	22	23	24	25	26	27
28						

MARCH 1993						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 1993						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY 1993						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 1993						
S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30			

	SICK LEAVE			VACATION			PAID PERSONAL LEAVE		PAID PROFESSIONAL LEAVE		HRS. OFF PAYROLL
				Unused Balance 6/30/92 _____							
				Earned 7/1/91 to 6/30/92 _____							
Month	Credited	Charged	Balance	Credited	Charged	Balance	Used	Balance	Used	Balance	
July	9.375	7.5	14.875	6.25	3.75	26.75	4.	18.75			
August	9.375	12.5	6.375	6.25		33.0	2.0	16.5			
September	9.375	7.5	6.575	6.25		39.25	15.0	1.5			
October	9.375		44.875	6.25		45.50	1.5	—			
November	9.375	4.5	46.75	6.25	5.5	46.25					
December	9.375		86.125	6.25	3.0	49.50					
January	9.375	3.	92.5	6.25	7.5	48.75					
February	9.375	10.0	91.875	6.25		54.50					
March	9.375	15.0	86.125	6.25	2.0	58.75					
April	9.375	2.0	93.625	6.25	1.5	63.5					
May	9.375		103.0	6.25	3.0	66.75					
June	9.375	10.0	102.375	6.25	2.0	71.0					
				Total							Total
				Vacation Status _____							
				No. of Hrs. _____							
				Date Status Established and Available July 1, 1993							

SUMMARY OF INVESTIGATIONS AND CONFERENCES WITH EMPLOYEE REGARDING ABSENTEEISM